

## **EDITED TASK LISTING**

### **CLASS: SUPERVISING CORRECTIONAL COOK (DEPARTMENT OF CORRECTIONS)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	<b>Supervises food service staff and inmate workers in food service areas to provide information, guidance, work assignments in the feeding of the inmate population and staff utilizing government laws, rules and regulations (e.g., State Personnel Board (SPB) guidelines, Department of Personnel Administration (DPA), Equal Employment Opportunity (EEO), Memorandum of Understanding (MOU), California Code of Regulations - Title 15, etc.) on a continuous basis.</b>
2.	<b>Trains and monitors food service staff in the preparation, cooking, and dispensing of food in order to provide meals for the inmate population and staff utilizing personal experience, On the Job Training (OJT), Hazard Analysis Critical Control Points (HACCP) guidelines, policies and procedures, etc. on a continuous basis.</b>
3.	<b>Evaluates and reviews the performance of food service staff and inmate workers to ensure that performance standards are met by providing recommendations for improvement, providing feedback regarding performance, etc. utilizing CCR-Title 15, Individual Development Plans, Probationary Reports, work performance evaluations, SPB and DPA guidelines, MOUs, DOM, etc. on a continuous basis.</b>
4.	<b>Initiates the Progressive Discipline process to correct/improve food service staff performance/behavior or address issues of substandard performance by taking appropriate personnel action (e.g., formal/informal counseling, Employee Assistance Program, letter of instruction, and/or recommend further action, etc.) utilizing CCR-Title 15, Individual Development Plans, Probationary Reports, SPB and DPA guidelines, MOUs, DOM, etc. on a continuous basis.</b>
5.	<b>Oversees the food service staff and inmate workers in the preparation, cooking and distribution of food for various dining facilities to provide a nutritionally adequate diet for the inmates and staff based on the standardized menu utilizing HACCP guidelines, standardized recipes, Recommended Dietary Allowances (RDA), food distribution sheets, food production worksheet, delivery schedules, etc. on a continuous basis.</b>
6.	<b>Oversees the food service staff and inmate workers in cleaning and sanitizing cooking utensils, equipment, and work areas in order to keep the food service area (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, utilizing cleaning supplies, and following rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. on a continuous basis.</b>

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7.	<b>Conducts safety and sanitation inspections of food service work areas (e.g., storage, production, scullery, etc.) in order to ensure compliance with health and safety standards, utilizing California Retail Food Code, Injury and Illness Prevention Program (IIPP), HACCP guidelines, food service inspection reports, etc. on a formal weekly basis and an informal daily basis.</b>
8.	Coordinates the preventative maintenance, repair, and renovation of food service equipment with the Plant Operations Department in order to extend the life and proper functioning of the equipment, ensure staff and inmate population worker safety utilizing the Schedule 9, maintenance schedules, work orders, service agreements, etc. as needed.
9.	Implement, enforce and monitor safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code, HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the inmate population on a continuous basis.
10.	<b>Requisitions food, supplies and equipment from the institutional warehouse in a timely manner and in the proper quantities to ensure adequate stock of food, supplies and equipment are on hand utilizing personal computers, standardized menu, forms, inventory and population projections, etc. on a daily basis as needed.</b>
11.	<b>Order food, equipment and supplies from private vendors and state agencies in a timely manner to feed the inmates and staff utilizing purchase orders, State Contracts, Delegated Purchases, Prime Vendors, Schedule 9, SAM, DOM, telephone communication, etc. as necessary.</b>
12.	<b>Monitors the receiving, inspecting and storing of food, equipment and supplies to ensure quality, quantity, proper storage and proper temperatures utilizing State Contracts, Delegated Purchases, Prime Vendors, SAM, DOM, HACCP guidelines, Stock Received Report (SRR), etc. as necessary.</b>
13.	<b>Monitors the inventory of various supplies (e.g., food, chemicals, cleaning supplies, paper products, etc.) in order to ensure that supplies are within code, undamaged, non-infested, adequate storage temperature, etc. utilizing vector control log, communication, Departmental policies and procedures, laws, rules, regulations (e.g., California Retail Food Code, etc.) on a continuous basis.</b>

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14.	<b>Develop menu substitutions in order to modify the Standardized Menu when necessary to ensure a nutritionally balanced/adequate diet for the resident population utilizing inventories on hand, opportunity buys, standardized recipes and telephone communications, etc. as needed.</b>
15.	<b>Prepare and review written documents and reports (e.g., employee work schedules, OJT reports, meal sample reports, food production worksheets, safety and sanitation inspection reports, performance reports, disciplinary documents, accident/injury reports, etc.) to ensure compliance with California Retail Food Code, DOM, SAM, CCR-Title 15, etc. utilizing personal computers, forms, departmental policies and procedures, etc., as required.</b>
16.	Assumes the duties of the Assistant Correctional Food Manager (ACFM) in their absence in order to ensure the continuous operation of the food service department utilizing California Retail Food Code, CCR-Title 15, DOM, SAM, post orders, rules and regulations, SPB, DPA guidelines, MOUs, etc. as needed.
17.	Maintains order and supervises the conduct of assigned inmate workers to prevent escapes, damage to state property, or physical assaults that may result in injury or death utilizing, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g. knives, can lids, openers, pens, paper clips, etc.) as required.
18.	Inspects premises and searches inmate workers in order to identify and confiscate contraband (e.g., drugs, weapons, alcohol, food, tools, money, etc.) by clothed body searches and visual inspection of grounds within established law, policies and procedures, etc. as required.
19.	<b>Monitor staff and inmates in order to ensure personal hygiene standards and dress code (e.g., grooming, cleanliness, Personal Protective Equipment [PPE], etc.) have been met utilizing effective communication, basic supervision, personal observation skills, laws, rules, and regulations (e.g., California Retail Food Code, MOUs, DOM, HACCP, etc.), on a continuous basis.</b>
20.	Supervise staff in the training of inmates in cleaning and sanitizing cooking utensils, equipment, and work areas in order to keep the food service area (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, etc., utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. under the guidance of their supervisor.

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21.	Train, supervise, and monitor staff in the prevention of accidents and injuries in the food service area (e.g. wet floor signs, verbal warnings, use of personal protective equipment [PPE], etc.) in order to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures (e.g. Occupational Safety and Health Administration [OSHA], Injury Illness Prevention Program [IIPP], DOM, etc.) on a continual basis.
22.	Train, supervise, and monitor staff in the training of others in the implementation of safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code, HACCP, ServSafe, etc.) in order to prevent foodborne illness or death of staff and/or the inmate population as required on a continual basis.
23.	<b>Train and monitor staff in the proper completion of inmate required paperwork (e.g., timecards, evaluations, discipline reports, etc.) in order to document hours worked and work performance utilizing formal/informal training, personal computers, standard forms, etc. on a continual basis.</b>
24.	Monitor tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent inmates/wards access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, quarterly inventory report, correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures.
25.	<b>Train and monitor staff to ensure adherence to the published feeding schedule in order to stay within institution operational time schedules (e.g., work, school, medical, recreational, etc.) utilizing time management, communication and Daily Movement Sheets on a continual basis.</b>
26.	<b>Supervise and monitor staff in the serving of food to inmates and staff in order to provide correct portions and quality meals utilizing formal/informal training of safe food practices, standardized serving portions, various specialized equipment and cooking utensils on a continual basis.</b>
27.	<b>Supervise inmates and staff in the preparation of materials for recycling (e.g., cans, plastic bottles, cardboard, grease, etc.) in order to support the departments recyclable program utilizing PPE, sorting bins, barrels, water, etc. as required.</b>

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28.	Respond in writing within designated timeframes to inmate grievances in order to resolve complaints and ensure compliance with DOM, Title 15, etc. utilizing standardized forms, formal/informal training, and communication techniques, as needed.
29.	Monitor staff in the disposal of kitchen waste to maintain facility security and sanitary conditions utilizing departmental procedures, health and safety regulations (i.e. California Retail Food Code and HACCP) as required.
<b>The following tasks were identified from the statewide food service survey</b>	
30.	Monitor, review, and communicate with staff members to ensure a proper resolution to personal conflicts is resolved utilizing available resources (e.g., Family Medical Leave Act, Employee Assistance Program, Catastrophic Time Banks, etc.) as necessary.
31.	Reviews and monitors inmate progressive discipline process performed by food service staff by overseeing and approving/denying disciplinary recommendations utilizing CCR-Title 15, formal/informal training, communication, etc., as necessary.
32.	Train Correctional Officers in the proper operation of food service equipment (e.g., rethermalization oven, thermometers, dish washer machine, etc.) and day-to-day functions in order to facilitate food service operations and maintain safety and security in the food service area utilizing OJT, post orders, personal experience and knowledge on a continual basis.
33.	Communicate with various facility personnel (e.g., supervisors, housing unit officers, counselor's, etc.) to ensure an accurate exchange of information regarding inmate behavior, attitude, and attendance etc., utilizing telephones, written reports, personal computers, and verbal communication on a continual basis.
34.	Monitors food service area gates and doors, to prevent escape, food theft and physical assaults that may result in injury or death and to prevent inmate access to unauthorized areas by securing all locks and keys, maintaining direct site supervision, applying correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures on a continual basis.
35.	Monitor staff responsible for the accountability of inmates to prevent escapes and maintain the safety and security of the institution by conducting food service area inspection rounds, checking inmate ID cards, time cards, medical ducat, etc. on a continual basis.

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36.	Maintain direct sight supervision over assigned inmates to detect, diffuse, and prevent escape, or physical assaults that may result in injury or death, utilizing tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g. knives, can lids, openers, pens, paper clips, etc.) as mandated.
37.	Lead and participate in weekly staff meetings in order to promote an exchange of information, share policy and regulation updates, utilizing communication skills, supervisory techniques, personal experience, etc., as necessary.
38.	Document all formal/informal training received by staff in order to comply with in-service training (IST) requirements utilizing standard departmental forms, supervisory records, as necessary.
39.	Generate monthly work schedules for various shifts and relief, in order to assign staff duties and ensure coverage, utilizing personal computer, vacation schedules, and current institutional needs, as required.
40.	Reassign staff to accommodate vacancies that occur due to sick leave, vacations, mandated training, etc. utilizing staff seniority list for overtime, telephone contact, etc., as necessary.
41.	Coordinate custody staff in the preparation and security of food items (e.g., meat, cheese, fruit, drink, snack, condiments, etc.) in order to produce large quantities of sack lunch/meals (i.e. up to 15,000) served during emergency situations (e.g., lockdowns, power outages, extreme weather, etc.) utilizing communication skills, tact, and personal knowledge as necessary.
42.	Oversee meal production in multiple kitchens to meet institutional feeding requirements, utilizing personal experience, knowledge, organizational skills, departmental policies and procedures, on a daily basis.
43.	Monitor and document special diet requirements (medical and religious) in order to protect the health of inmates and ensure compliance with legal mandates utilizing doctor/dietitian and/or chaplain orders as needed.
44.	Monitors serving lines to ensure portion control, proper food presentation and health and safety guidelines (HACCP) are followed, utilizing direct sight supervision, on a daily basis.
45.	Record daily events within the food service area in order to communicate between shifts, utilizing a logbook on a daily basis.

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46.	Calculate amount of food to purchase based on inmate/staff population in order to satisfy the daily feeding requirements, utilizing budget allotment, the Standardized Menu, population counts, calculator and existing inventory as necessary.
47.	Write justifications for food service area equipment replacement (e.g., refrigerator, dishwasher machine, steam kettles, etc.) in order to maintain operational integrity, utilizing the three-bid process, personal computer, equipment catalogs, fax machine and telephone communications as needed.
48.	Oversee the food service needs for multiple fire camps to ensure adequate meals are provided to staff and inmates utilizing on-site visits, conducting menu and sanitation/safety inspections, reviewing weekly food orders and maintaining inspection reports as required.
49.	Conducts hiring interviews to fill vacant positions in the food service area in order to maintain operational efficiency, utilizing candidate eligibility lists, state applications, interviewing techniques, job descriptions and standardized questions as needed.
50.	Conducts orientation for new staff in order to familiarize them with the safety and security of the facility utilizing formal/informal training, communication skills and the department's rules, policies and procedures (e.g., YAM, post orders, physical tours, etc.) as necessary.
51.	Conduct the post and bid process for staff assignments and scheduled Regular Days Off (RDO) in order to comply with MOU requirements by identifying available positions and approving assignments based on seniority annually as required.